



**Health Services**  
LOS ANGELES COUNTY

March 27, 2009

**Los Angeles County  
Board of Supervisors**

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Second District

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Third District


**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

**John F. Schunhoff, Ph.D.**  
Interim Director

**Robert G. Splawn, M.D.**  
Interim Chief Medical Officer

TO: Each Supervisor

FROM: John F. Schunhoff, Ph.D.   
Interim Director

SUBJECT: **NOTIFICATION OF DEPARTMENT OF HEALTH SERVICES' USE  
OF DELEGATED AUTHORITY TO EXECUTE HOSPITAL  
PREPAREDNESS PROGRAM AGREEMENT WITH THE  
UNIVERSITY OF SOUTHERN CALIFORNIA INFORMATION  
SCIENCES INSTITUTE**

This is to advise your Board that the Department of Health Services is exercising its delegated authority, approved on December 18, 2007 (attached), to execute an agreement with the University of Southern California Information Sciences Institute (USC), effective March 16, 2009 through February 28, 2010. This Agreement allows the USC to develop the Pediatric Reunification Module to its Pediatric Emergency Decision Support System (PEDDS) software product, intended to help medical service providers more effectively plan for, train for, and respond to serious incidents and disasters affecting children.

Under this Agreement, USC will be awarded \$125,000 in Federal Fiscal Year 2007 Hospital Preparedness Program (HPP) grant funds from the U.S. Department of Health and Human Services for the period March 27, 2009 through August 31, 2009, with a six month no cost extension to and including February 28, 2010.

County Counsel has reviewed and approved the agreement as to form. The Chief Executive Office has also reviewed and approved the agreement.

If you have any questions or require additional information, please let me know.

JFS:rg

Attachment

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

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WILLIAM T FUJIOKA  
Chief Executive Officer

# County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101

<http://ceo.lacounty.gov>

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

December 18, 2007

38 DEC 18 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors  
GLORIA MOLINA  
First District

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Second District

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Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

→ **DEPARTMENT OF HEALTH SERVICES: REQUEST FOR ACCEPTANCE OF  
HOSPITAL PREPAREDNESS PROGRAM GRANT AWARD FROM THE UNITED  
STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES AND APPROVAL OF  
AGREEMENTS AND AMENDMENTS TO IMPLEMENT THE PROGRAM ACTIVITIES  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize and instruct the Director of the Department of Health Services (Director), or his designee, to accept the Federal Fiscal Year (FFY) 2007 Hospital Preparedness Program (HPP) grant award, in the amount of \$13,111,395, from the United States Department of Health and Human Services (USDHHS). This grant provides funds to build medical surgical capacity through associated planning, personnel, equipment, training and exercise capabilities. The grant funding is for the period of September 2007 through August 2008, with an expected one-year no-cost extension to August 2009.
2. Authorize the Director, or his designee, to fill one position as described in Attachment B, in excess of what is currently authorized in the Department of Health Services' (DHS) staffing ordinance pursuant to Section 6.06.020 of the County Code, subject to allocation by the Chief Executive Office (CEO), 100 percent funded by the HPP grant.

3. Approve and delegate authority to the Director, or his designee, to accept future HPP grant awards from the USDHHS, for the full five-year federal grant authorization from September 2007 to August 2012, and the expected one-year no-cost extension to August 2013, within the parameters set forth in each year's grant guidance and as approved through the application process, subject to review and approval by County Counsel and the CEO, and notification to the Board.
- 4. Approve and delegate authority to the Director, or his designee, to select non-hospital contractors and negotiate and execute agreements and amendments to existing agreements, using the County approved standard contract language, to implement specific activities required to support the HPP and to accomplish the grant objectives, up to an amount not to exceed \$400,000 annually, each year a HPP award is received, through August 2013, for each agreement entered into, within the parameters set forth herein, subject to review and approval by County Counsel and the CEO and notification to the Board.
5. Approve and delegate authority to the Director, or his designee, to continue to work with healthcare providers (new and existing participants in the HPP), including acute care hospitals (the County operated hospitals shall also operate under the terms of these agreement amendments), clinics and other healthcare entities, to negotiate and execute agreements and amendments to existing agreements, substantially similar to Exhibits I through VI, effective January 1, 2008 through December 31, 2008, and thereafter on a year-to-year basis, each year that a HPP award is received, through August 31, 2013, to implement specific activities required by the HPP to build medical surge capability and to accomplish the grant objectives, as approved in the application process, within the parameters set forth herein, subject to review and approval by County Counsel and the CEO and notification to the Board.
6. Approve and delegate authority to the Director, or his designee, on an annual basis, to extend the period to obligate the awarded funding from the HPP, through a 12-month no-cost extension, as allowed each grant year by the HPP, through August 2013, within the parameters set forth by the federal grants management office.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of these recommended actions will enable DHS to enhance the healthcare community's ability to respond to natural and man-made disasters. The funding provided through the HPP will be used to build medical surge capacity through associated planning, personnel, equipment, training and exercise capabilities.

Approval of the agreements with the non-hospital contracts will support the HPP program by providing services such as the Emergency System of Advance Registration for Volunteer Health Professionals (ESAR-VHP) provider credentialing system, contracted to the Hospital Association of Southern California, which provides the system and credentialing to maintain the volunteer provider roster that will be used in the event of major health emergencies. The use of these funds is subject to the specific grant requirements in the federal HPP grant.

### **Implementation of Strategic Plan Goals**

This action supports the County's Strategic Plan Goal No. 1 for Service Excellence by enhancing the County's ability to prepare hospitals and supporting health care systems to deliver coordinated and effective care to victims of terrorism and other public health emergencies.

### **FISCAL IMPACT/FINANCING**

There is no cost to the County. The HPP is 100 percent funded by grant funds provided by USDHHS. The FFY 2007 HPP grant funding is a total amount of \$13,111,195 and the grant period is September 2007 through August 2008, with an expected one-year no-cost extension to August 2009.

Funding is included in the Health Services Administration Fiscal Year 2007-08 Final Budget and will be requested in future fiscal years. The Nurse Manager position will be requested in the FY 2008-09 Health Services Administration Budget Request.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On September 3, 2002, the Board approved and accepted Los Angeles County's first apportionment of grant funds for the National Bioterrorism Hospital Preparedness Program, designated for hospital terrorism preparedness program activities.

Funding to the County for this purpose has continued in subsequent years and on January 18, 2005, the Board accepted funding in the amount of \$15,583,364, for continued participation in the HPP for the period effective August 31, 2004, through August 31, 2005, and delegated authority to the DHS to accept future grant awards through August 31, 2007.

On September 1, 2006, DHS exercised its delegated authority and accepted FFY 2006 grant funding in the amount of \$15,084,217, for the period effective September 1, 2006, through August 31, 2007. As such, under the same delegated authority, the current HPP agreements with the 75 participating hospitals and clinic association were extended through August 31, 2007.

On September 4, 2007, the Board approved amendments and agreements with the 75 participating hospitals and clinic associations to extend the current agreements through March 31, 2008 and delegated authority to the Director, or his designee, to sign subsequent agreements and amendments with qualified HPP providers through August 31, 2008.

In 2007, the National Bioterrorism Hospital Preparedness Program was renamed the HPP. The HPP was reauthorized for another five years by Section 2802 of the Public Health Services Act, as amended by the Pandemic and All-Hazards Preparedness Act (Public Law 107-188) authorizing the Secretary of USDHHS to award cooperative agreements to improve surge capacity and enhance community and hospital preparedness. Each year the federal government appropriates funds for the HPP during their budgeting process. Funding for the FFY 2007 awards is provided by the Revised Continuing Appropriations Resolution, 2007 (Public Law 110-5). The FFY 2007 HPP grant funding is \$13,111,195 and the grant period is September 2007 through August 2008, with an expected one-year no-cost extension to August 2009. Los Angeles County continues to be one of four metropolitan jurisdictional areas that are direct recipients of these grant funds.

Attachment A provides additional information; Attachment B is a description of the requested position; Attachment C is the program budget summary based on the Federal Standard Form 424 requirements for budgeting; Attachment D is the Grant Management Statement, which the Board instructed all County departments to include in all Board letters for grants exceeding \$100,000; and Attachment E is a listing of the HPP participating hospitals and their level of participation.

County Counsel has approved Exhibits I through VI as to use and form.

### **CONTRACTING PROCESS**

Currently, 75 acute care hospitals and the Community Clinic Association of Los Angeles County (CCALAC) are participants. These hospitals participate at the Basic level, Expanded level or as a Disaster Resource Center. As a Basic level participant to the HPP, hospitals receive funding to enhance their overall disaster preparedness with an emphasis on responding to terrorism events. At the Expanded level, hospitals receive both Basic level funding, as previously described, and additional funding to develop a fixed, warm water decontamination capability. Finally, as a Disaster Resource Center, 13 of the 75 participating hospitals, geographically distributed throughout the County, receive funding to enhance surge capacity for hospitals through the provision of ventilators, pharmaceuticals, medical/surgical supplies and large tent shelters to provide treatment to victims of disasters. Disaster Resource Centers are also responsible for enhancing hospital planning and cooperation in their geographical area to include planning that addresses medical surge capacity. This planning addresses the use of non-hospital space to shelter and treat mass casualties, including the role of local community health centers and clinics.

All non-participating acute care hospitals, and community clinics that are members of the CCALAC, will be offered the opportunity to be included in the HPP, if they express interest.

The Department is requesting delegated authority to select non-hospital contractors for services to support the HPP and in accordance with the terms of any approved grant HPP grant application, up to an annual amount of \$400,000. These agreements will be reviewed by County Counsel and the CEO, with notification to the Board.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of these actions will allow the utilization of funding support to build medical surgical capacity through associated planning, personnel, equipment, training and exercise capabilities.

Approval of these actions will also allow year-to-year agreements with participating hospitals and the CCALAC to work together to meet the goals of the HPP and to complete approved activities, as delineated in the grant guidance and defined in the application submitted each year by Los Angeles County.

Any additional agreements entered into under the HPP will allow completion of other approved activities that will further enhance the County's hospital terrorism preparedness program activities.

Honorable Board of Supervisors  
December 18, 2007  
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**CONCLUSION**

When approved, the Department of Health Services requires three signed copies of the Board's action.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:SRH  
SAS:LT:bjs

Attachments (11)

c: County Counsel  
Director and Chief Medical Officer, Department of Health Services

121807\_DHS\_Hospital Preparedness

SUMMARY OF AMENDMENT AND AGREEMENT

1. Type of Service:

The U. S. Department of Health and Human Services (USDHHS) provides grant funding under the Hospital Preparedness Program (HPP) to build medical surgical capacity through associated planning, personnel, equipment, training and exercise capabilities to enhance the healthcare community's ability to respond to natural and man-made disasters.

2. Address and Contact Person:

For Grants Administration:  
Roscoe Brunson, Grants Management Specialist  
Office of Grants Management  
1101 Wootton Parkway, Suite 550  
Rockville, MD 20852  
Phone No.: (240) 453-8837  
E-Mail Address: [Roscoe.Brunson@hhs.gov](mailto:Roscoe.Brunson@hhs.gov)

For Programmatic issues:  
Mollie Mahany, Project Officer  
Office of Preparedness and Emergency Operations  
330 C Street, SW, Fifth Floor  
Washington, DC 20201  
Phone No. (202) 205-8648  
E-Mail Address: [Mollie.Mahany@hhs.gov](mailto:Mollie.Mahany@hhs.gov)

3. Term:

The term of HPP agreements and amendments with 75 acute care hospitals and the Community Clinic Association of Los Angeles County is January 1, 2008 through December 31, 2008.

4. Financial Information:

There is no cost to the County. The HPP is 100% funded by grant funds provided by USDHHS. The Federal Fiscal Year 2007 HPP grant funding is a total amount of \$13,111,195 for the grant period of September 1, 2007 through August 8, 2008. Funding is included in the Health Services Administration Fiscal Year 2007-08 Final Budget and will be requested in future fiscal years.

5. Primary Geographic Area to be Served:

Countywide.

6. Accountable for Program Monitoring:

The County's local EMS Agency.

7. Approvals:

Emergency Medical Services Agency: Cathy Chidester, Acting Director

Contracts and Grants Division: Cara O'Neill, Chief

County Counsel: Edward A. Morrissey, Sr. Deputy County Counsel

CEO Budget Unit: Latisha Thompson



ATTACHMENT B

HOSPITAL PREPAREDNESS PROGRAM FISCAL YEAR 2007-2008  
POSITIONS IN EXCESS OF CURRENTLY AUTHORIZED IN THE  
DEPARTMENT OF HEALTH SERVICES STAFFING ORDINANCE  
(SECTION 6.06.020 OF THE COUNTY CODE)

Total of 1 Item – Programmatic Position

Nurse Manager – 1 position

This position will serve as the Program Manager for the Hospital Preparedness Program.

## ATTACHMENT C

HOSPITAL PREPAREDNESS PROGRAM  
FEDERAL FISCAL YEAR 2007 BUDGET

Allocated Area	Budget
<b>Personnel</b> – New position - Program Manager (1) Existing positions - Senior Nursing Instructor (4), Senior Disaster Services Analyst (2) and Senior Typist Clerk (1)	\$798,500
<b>Fringe Benefits @ 49.22%</b>	\$393,022
<b>Supplies</b>	\$25,240
<b>Travel</b>	\$35,988
<b>Contractual</b> Hospital/Clinic Association Agreements - \$9,736,700 ESAR VHP Contracts - \$470,000 Pediatric Project - \$125,000	\$10,331,700
<b>Other</b>	\$335,000
<b>Total Direct Costs</b>	\$11,919,450
<b>Indirect Costs</b>	\$1,191,945
<b>Total Costs</b>	\$13,111,395

# ATTACHMENT D

## Los Angeles County Chief Administrative Office Grant Management Statement for Grants Exceeding \$100,000

**Department:** Health Services (DHS)

### Grant Project Title and Description

HOSPITAL PREPAREDNESS PROGRAM – hospitals, clinics and providers will implement specific activities required to support the Hospital Preparedness Program.

### Funding Agency

USHHS-HPP

### Program (Fed. Grant #/State Bill or Code #)

U3REP070045

### Grant Acceptance Deadline

ASAP

**Total Amount of Grant Funding:** \$13,111,395

**County Match:** None

**Grant Period:** 49 Weeks

**Begin Date:** 09/01/07

**End Date:** 08/08/08

**Number of Personnel Hired Under This Grant:** 1

**Full Time:** 1

**Part Time:**

### Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program?	Yes X	No
Will all personnel hired for this program be placed on temporary ("N") items?	Yes X	No
Is the County obligated to continue this program after the grant expires?	Yes	No X
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services	Yes	No X
b.) Identify other revenue sources (describe below)	Yes	No X
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes X	No

### Impact of additional personnel on existing space:

DHS is working to identify space for this staff member

### Other requirements not mentioned above:

Department Head Signature \_\_\_\_\_

Date: \_\_\_\_\_

HOSPITAL PREPAREDNESS PROGRAM PARTICIPANTS  
AND LEVEL OF PARTICIPATION

<u>PARTICIPANT</u>	<u>LEVEL</u>
1 California Hospital Medical Center	E/DRC
2 Cedars Sinai Medical Center	E/DRC
3 Childrens Hospital Los Angeles	E/DRC
4 Henry Mayo Newhall Memorial Hospital	E/DRC
5 Kaiser Foundation Health Plan, Inc. - Sunset (LA)	E/DRC
6 LAC Harbor-UCLA Medical Center	E/DRC
7 LAC+USC Medical Center	E/DRC
8 Long Beach Memorial Medical Center	E/DRC
9 Pomona Valley Hospital Medical Center	E/DRC
10 Presbyterian Intercommunity Hospital	E/DRC
11 Providence Saint Joseph Medical Center	E/DRC
12 Saint Mary Medical Center	E/DRC
13 UCLA Medical Center	E/DRC
14 AHMC Greater El Monte Community Hospital	B
15 Barlow Respiratory Hospital	B
16 Beverly Hospital	B
17 Catalina Island Medical Center	B
18 Century City Doctors Hospital	B
19 City of Angels Medical Center	B
20 City of Hope National Medical Center	B
21 Centinela Freeman Regional Medical Center- Marina Campus	B
22 East Los Angeles Doctors Hospital	B
23 East Valley Hospital Medical Center	B
24 Garfield Medical Center	B
25 Hollywood Presbyterian Medical Center	B
26 Lakewood Regional Medical Center	B
27 Monterey Park Hospital	B
28 Olympia Medical Center	B
29 Pacific Alliance Medical Center	B
30 Pacific Hospital of Long Beach	B
31 Rancho Los Amigos Hospital National Rehabilitation Center	B
32 San Dimas Community Hospital	B
33 San Gabriel Valley Medical Center	B
34 St. Johns Hospital and Health Center	B
35 Tri-City Regional Medical Center	B
36 Santa Monica-UCLA Medical Center	B
37 Valley Presbyterian Hospital	B
38 White Memorial Medical Center	B
39 Whittier Hospital	B
40 Alhambra Hospital Medical Center	E

	<u>PARTICIPANT</u>	<u>LEVEL</u>
41	Antelope Valley Hospital	E
42	Brotman Medical Center	E
43	Centinela Freeman Regional Medical Center-Centinela Campus	E
44	Citrus Valley Medical Center-Intercommunity Campus	E
45	Citrus Valley Medical Center-Queen of the Valley	E
46	Community Hospital of Long Beach	E
47	Downey Regional Medical Center	E
48	Foothill Presbyterian Hospital	E
49	Glendale Adventist Medical Center	E
50	Glendale Memorial Hospital and Health Center	E
51	Good Samaritan Hospital	E
52	Huntington Memorial Hospital	E
53	Kaiser Foundation Hospital- Baldwin Park	E
54	Kaiser Foundation - Bellflower	E
55	Kaiser Foundation – South Bay Medical Center	E
56	Kaiser Foundation - West Los Angeles	E
57	Kaiser Foundation - Panorama City	E
58	Kaiser Foundation - Woodland Hills	E
59	LAC Olive View-UCLA Medical Center	E
60	Lancaster Community Hospital	E
61	Little Company of Mary Hospital	E
62	Little Company of Mary-San Pedro Hospital	E
63	Los Angeles Metropolitan Medical Center	E
64	Memorial Hospital of Gardena	E
65	Methodist Hospital of Southern California	E
66	Mission Community Hospital	E
67	Northridge Hospital Medical Center- Roscoe Campus	E
68	Pacifica Hospital of the Valley	E
69	Providence Holy Cross Medical Center	E
70	Saint Vincent Medical Center	E
71	Sherman Oaks Community Hospital	E
72	St. Francis Medical Center	E
73	Torrance Memorial Medical Center	E
74	Verdugo Hills Hospital	E
75	West Hills Hospital and Medical Center	E
76	The Community Clinic Association of Los Angeles County	CC

#### LEGEND

E/DRC - Expanded/Disaster Resource Center  
E - Expanded  
B - Basic  
CC-Community Clinic